

West Fargo Airport Authority Meeting
Date: January 31st, 2019
West Fargo Airport – 5:30 PM

Members Present:

Wade Swenson, Brian Christl, Matt Retka, Barrett Irving

Members Absent:

Dan Loegering, Mark Simmons

Others Present:

Airport Manager Robbie Grande, Keith Schonert, Jim Larson:

1. The meeting was called to order by Wade Swenson.

2. The minutes from the November 29th meeting were approved as written.
Motion by Matt Second by Brian.
Note: December meeting was cancelled due to weather.

3. The monthly Budget and Income reports as of 1/19 and printet 1/29 were reviewed.

Jim Larson, the new Finance Director for West Fargo discussed options for new income report formats. Airport Authority expressed desire for reports to be consistent and simple in the future. Jim offered to work with the airport authority to develop a system that works better. Jim also recommended having bills paid upon receipt and reviewed by the board on subsequent monthly statements, instead of the current system where monthly bills are approved at each meeting. Airport Authority agreed this would work well, considering the large and non-reoccurring expenses are approved in advance by the authority anyways. Annual 2020 budget will be due in May.
Motion by Barrett and Second by Brian to approve the budget report.

4. Matt made a motion to allow immediate approval of bills by the Airport Manager or other Airport Authority Board Member and for this policy to be reviewed in 6 months for suitability. Barrett seconded, none opposed, motion carried. Monthly bills should be appropriately coded and signed when sent to City for payment. Approval of individual bills will no longer conducted.

5. ALP

- Airport Authority has approved Moore Engineering scope & fee for complete ALP with short narrative and engineer to attend public meeting
- Moore supplied preliminary exhibit and discussion questions. The questions sent by Moore pertaining to future airport layout and design where discussed. Robbie is to respond to Moore with the established answers.

6. Report from Airport Manager:

- Busy moving snow
- Fuel pump had issues and required repair (O'day)
- Hangar #13 required garage door repair
- Depredation permit for geese was submitted
- Mentioned current legislation for airport funding and recommended the support of HB1066
- Upper Midwest Aviation Symposium: Bismarck, Ramkota from March 3-5th
- Conditional use permit submitted, and approval expected in March
- Upcoming projects in 2019 include crack seal/seal coat & ramp extension.

7. Non-Agenda Items:

Discussed impacts of potential future rent increases (both lot lease and hangar rental spots). Overall, the consensus was not in favor of annual lot lease fee increases at this time. Also, current leases are 30-year terms, and limits of annual lease increase would need to be examined.

Motion to Adjourn by Matt and Second by Barrett. Meeting was adjourned at 6:45pm.

Wade Swenson-Chairman

Matt Retka-Secretary

[Minutes prepared by Matt Retka]